

CALIFORNIA AIR RESOURCES BOARD

CALIFORNIA REFORMULATED GASOLINE ELECTRONIC REPORTING USER'S GUIDE FOR PRODUCERS

Revision Date: August 29, 2008

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OBJECTIVE

To assist producers of California Reformulated Gasoline (CaRFG) in complying with the reporting requirements of the CaRFG Regulations.

INTRODUCTION

This user's guide provides producers of CaRFG (finished gasoline or CARBOB) with standardized notification forms and information about e-mailing their notifications to the California Air Resources Board (CARB).

Through the use of these spreadsheets, the information required by the regulation can be sent to CARB electronically for electronic downloading into CARB's tracking system. This procedure expedites data handling and reduces or eliminates data entry errors. Therefore, CARB encourages all producers of CaRFG to use electronic reporting.

This user's guide (Revision: August 29, 2009) and the four Excel files listed below pertain to the California Procedures for Evaluating Alternative Specifications for Phase 3 Reformulated Gasoline Using the California Predictive Model that is effective starting December 31, 2009.

PROCEDURE

This user's guide contains four files.

Phase 3 for PM Flat for Producers Version(12-31-09).xls
Phase 3 for PM Flat for Small Refinery Version(12-31-09).xls
Phase 3 CARBOB for PM Flat for Producers Version(12-31-09).xls
Phase 3 CARBOB for PM Flat for Small Refinery Version(12-31-09).xls

Each file contains several worksheets. The worksheets that a producer or small refiner uses to input data and to report to CARB are visible to the user. The remaining worksheets that compute the emissions calculations and model predictions are hidden from view.

In general, the user chooses the appropriate spreadsheet and enters the information about the CARB or CARBOB gasoline on the INPUT worksheet. If the Predictive Model calculations state that the fuel “Passes” the emissions criteria, the user then prepares and sends an e-mail notification to CARB, which consists of the **report form** and the corresponding **data(Min) and data(Max) forms**. The data forms are used by CARB for direct electronic data upload into CARB’s database.

HOW TO FILL-OUT THESE FORMS

Open the appropriate file for the CARB or CARBOB gasoline you need to report. Answer the questions and type in the data for your CARB or CARBOB gasoline on the **PM input** worksheet or the **CARBOB input** worksheet (respectively). The cells colored yellow represent information required by the California Reformulated Gasoline Regulations; the cells colored blue are optional information.

CARBOB Model – Ethanol volume percent.

When using the CARBOB model spreadsheet, the value for the “Ethanol vol%” is defined as the volume of the denatured ethanol divided by the volume of the finished gasoline after the denatured ethanol is added. The Ethanol vol% you specify on the worksheet must correspond closely to the Oxygen w% that you specify for the gasoline.

The Ethanol vol% that you (the producer of the CARBOB) report to CARB must be the same as the Ethanol vol% you are instructing the downstream oxygenate blender to add to the CARBOB.

You may state the volume percent as a single value or as a range. To specify a range, enter the minimum and maximum Ethanol vol% values of your chosen range in the respective columns on the CARBOB Model spreadsheet. To specify a single volume percent value, enter the same value in both the ETOH vol% (MIN) and the ETOH vol% (MAX) columns on the spreadsheet.

The Predictive Model will calculate the expected emissions from the candidate fuel and state if the fuel “Passes” or “Fails” the emissions criteria. If the fuel passes, proceed to the **report form** and fill out the remaining information in the yellow and blue cells.

Note:

The fuel information from the input sheet is automatically copied into the respective cells on the **report form** and the **data form**. If you wish to change the fuel information, do so on the input data worksheet.

On the **report form**, overwrite the content of rows 1 to 3 with the producers name and complete address.

If your EPA facility ID number starts with zero enter a single quote first (example: '05205), otherwise the zero will be left out when the ID number is transferred onto the data form and the database will reject the notification.

SENDING DATE AND TIME AND RECEIVING DATE AND TIME

The date and time that you send your e-mail will be treated as the reporting date and time. Thus, to comply with this requirement of the regulation the start of transfer date and time must be **AFTER** this notification time.

Notes:

1. The date must be entered in the following format: **dd/mm/yy**, example: 15/05/09 for May 15, 2009. After you enter the date, the spreadsheet automatically changes it into the appropriate format for CARB use.
2. The time must be entered in the military time format **hh/mm** example: 15:50 for 3:35 p.m. **DO NOT** enter a.m. nor p.m. the database will reject the notification. .

HOW TO SAVE THESE FORMS

First, select the forms you need to report:

1. "Click" on the **report form** worksheet. Notice that the name of the report form is highlighted in a white tab at the bottom of the computer screen.
2. You also need to highlight the corresponding data form(s), indicated by the word **"(Data)"**, at the same time. Do this by pressing and holding the **Control Key** and left-clicking your mouse at the same time the cursor on the title of the data form(s). Now, you have both the report form and the data form(s) highlighted (in white). If the spreadsheet you are using has Data (MIN) and Data (MAX) worksheets, highlight both data forms.

Then, move and save the selected worksheets into a new file:

3. Put the cursor on of the highlighted name (in the white tab) forms and right-click your mouse. A window with different options opens up. Click on the option "Move or Copy". In the Move or Copy window choose "new book" and click OK. Now you have created a new file that contains only the two or three worksheets that you move to the new book. It is important to always e-mail the report form and the corresponding data form at the same time.

Save your new file with the appropriate file name:

4. Go to **Save As**, and save the file by using the file-name format shown below: (Find the one that refers to your refinery). It is very important to use this file-name to facilitate the filing of your data in CARB's database.

Chevron El Segundo:	Chev-ElSeg-Batch-.....
Chevron Richmond:	Chev-Rich-Batch-.....
ConocoPhillips Rodeo:	Conoco-Rod-Batch-.....
ConocoPhillips Los Angeles:	Conoco-LA-Batch-.....
Tesoro Golden Eagle:	Tesoro-Golden-Batch-.....
Valero Wilmington:	Valero-Wilm-Batch-.....
Kern Oil Bakersfield:	Kern-Bak-Batch-.....
Tesoro Los Angeles:	Tesoro-LA-Batch-.....
Big West Oil Bakersfield:	BWoC-Bak-Batch-.....
Shell Oil Po Martinez:	Shell-Mar-Batch-.....
ExxonMobil Torrance:	Exxon-Torr-Batch-.....
Valero Benicia:	Valero-Ben-Batch-.....

Replace the (.....), with the actual batch number.

Note: If you are sending a revision, after the batch number add: **(REVISION)**

Now, when you attach this file to your e-mail to CARB, you will be sending only your report form and data form/s. By following these directions, you will avoid sending the entire Predictive Model spreadsheet which has all the emissions calculation and the input worksheets, which we do not need.

E-MAILING YOUR NOTIFICATION TO CARB

Luz Amanda Ciccarelli is currently the staff person in charge of the CaRFG notifications. Please address your e-mail to Luz Amanda at:

lcicare@arb.ca.gov

(Please note that the first letter in Luz Amanda's address is a lower-case "L", not a capital "I")

SUBJECT TITLE FOR THE E-MAIL

To facilitate CARB's internal handling of your e-mail messages, use the following title format in the subject title of your e-mail:

Refinery, Type of Gasoline, Batch #

Here are a couple of examples:

BP Carson, CARBOB, G-01-327

Shell Martinez, CARB, 01235

If you are sending a revision, after the batch # add **(REVISION)**

E-MAIL RECEIPT CONFIRMATION

CARB understands that most e-mail programs/systems have a means for the e-mail sender to receive confirmation that his/her e-mail message was successfully delivered to the recipient's e-mail server and a second confirmation that the recipient (Luz Amanda Ciccarelli) received the e-mail message. If you wish to receive such confirmation, please check with your e-mail program or provider for the correct settings for your computer. CARB will work with you in whatever way we can to help you set-up and test this confirmation mechanism before you put it into official use.

E-MAIL SECURITY

CARB also understands that most e-mail programs/systems have a means to secure e-mail messages with a password. If you wish to password-protect your e-mail messages, please contact Amanda at (916) 327-2942 and give her the password to open your e-mail messages once they arrive at CARB. This password will remain confidential between Amanda and your e-mail sender.

SENDING DATE AND TIME AND RECEIVING DATE AND TIME

The date and time that you send your e-mail will be treated in the same manner as the faxing date and time that we have used in the past notifications. And, (as most companies have already agreed) it is treated as the date and time of the “start of physical transfer”. However, on a rare occasion when a company may want to send CARB a notification on a Monday, for example, for a batch of gasoline that the company will start transfer on Wednesday, entry blanks have been included on these report forms for the company to designate a future start date.

DEFENSE AGAINST LATE OR “NOT RECEIVED” E-MAIL MESSAGES

A question has been asked regarding how a producer can defend against the fact that it sent an e-mail but CARB did not receive it and has no record of it in CARB’s e-mail system. In the past, CARB has accepted fax transmission documentation that a fax was sent to CARB even though CARB did not receive the fax. We anticipate that we will accept e-mail transmission documentation provided by the producer if Amanda does not receive the e-mail. However, CARB retains the right to investigate and perhaps not accept the company’s e-mail transmission documentation if CARB has reason to suspect the validity of that documentation.

CARB’S E-MAIL SYSTEM

CARB’s e-mail program is Microsoft Office Outlook.

BACK-UP OPTIONS

In the event that the e-mail reporting procedure is not successful, the current fax number still available for this purpose. Fax number (916-445-0884). The third option is to call Luz Amanda Ciccarelli’s phone line (916-327-2942) and leave a voice message with all the required information.

SENDING A REVISION

If you need to revise a notification that has already been sent to CARB, please include in the e-mail a brief paragraph explaining the incident that has led to the revision and specify the data you wish to revise. The data you are revising should also be included in the comment line of the report form. The word **(REVISION)** should follow the batch # in the name of the file and in the title for the e-mail.

As our normal procedure, a letter addressed to Mr. Steve Brisby, Manager, Fuels Enforcement Section should be sent to CARB. This letter should more fully explain the incident that led to the revision, the incorrect and correct data and the procedures that the producers are implementing to prevent these errors from occurring again.

LET US KNOW IF WE CAN HELP

Please, carefully review these files and try to incorporate them into your systems. Let us know as soon as possible so we will be able to assist you in the transition and have a reasonable period of time for testing.

If you need any assistance with this procedure, please call Luz Amanda Ciccarelli at 916-327-2942 or send her an e-mail to lciccare@arb.ca.gov